

COMBINED FUND DRIVE FUNDRAISING FORM
CFD WEBSITE: <http://hr.dop.wa.gov/cfd> Email: cfid@dop.wa.gov

Section 1 - Please type or print – Incomplete or illegible forms are difficult to process.		
Name of Fundraiser	Fundraiser No. (leave blank)	Work Phone
County of Work Code Number <small>(See Back of Form)</small>	Name of State Agency or Higher Ed Campus	Division or Office
Section 2		
<ul style="list-style-type: none"> ➤ Cash and all checks payable to the CFD should be deposited with your agency finance office. * Except higher education. Cash received from a fundraiser should be deposited with your agency finance office into Account 525 at DOP (111). ➤ Fundraiser contributions should be made payable either to the CFD or to the CFD for a specific charity having a 501(c) 3 charitable designation. ➤ Please obtain an A-8 receipt from your finance office for each deposit and attach it to this form. ➤ Reimbursements not provided by your agency must be attached to this form with an A-19. Reimbursements will not be made unless an original receipt and A-19 accompany this form. ➤ Please contact your Campaign Leader or the CFD office if further information is necessary. 		
		Amount
Total Income from Fundraiser <i>(Your attached A-8(s) should equal this amount)</i>		\$
Less Total Expenses from Fundraiser <i>(Total of the A-19s should equal this amount)</i>		-
<i>If your agency is reimbursing you for fundraiser expenses, please submit A-19 and receipts to your agency finance office. If not, attach A-19 and original receipts to this form.</i>		
Total Amount the Fundraiser Earned (Income less expenses)		\$
Name of Charity	Charity Code	Contribution Amount
Non-Specified Contribution	000 000	\$
Specified Contribution (list charities)		
	Total	\$
Please check one of the following:		
<input type="checkbox"/> Fundraiser payable to CFD Non-Specified Fund <input type="checkbox"/> Fundraiser payable to CFD for Specific Charities		
Please Sign and Date		

Signature: _____

Date: _____

Print Name: _____

Thank you.

Adams	01	Franklin	11	Lewis	21	Snohomish	31
Asotin	02	Garfield	12	Lincoln	22	Spokane	32
Benton	03	Grant	13	Mason	23	Stevens	33
Chelan	04	Grays Harbor	14	Okanogan	24	Thurston	34
Clallam	05	Island	15	Pacific	25	Wahkiakum	35
Clark	06	Jefferson	16	Pend Oreille	26	Walla Walla	36
Columbia	07	King	17	Pierce	27	Whatcom	37
Cowlitz	08	Kitsap	18	San Juan	28	Whitman	38
Douglas	09	Kittitas	19	Skagit	29	Yakima	39
Ferry	10	Kilickitat	20	Skamania	30		

Section 1

1. **Name of Fundraiser:** The title of your fundraiser.
2. **Fundraiser Number:** Leave blank.
3. **Work Phone:** Your office telephone number.
4. **County of Work Code Number:** Use the above table.
5. **Agency/Higher Ed Campus:** The agency or institution of higher ed that hosted the fundraiser.
6. **Division or Office:** Insert description of your office so your headquarters can give credit to the group who held the fundraiser.

Section 2

1. **Total income from the fundraiser:** Enter how much money the fundraiser generated.
2. **Less total expenses from the fundraiser.** List total expenses from the fundraiser. (The total of A-19s or any amount employees or your agency will want to be reimbursed).
3. **Total amount the fundraiser earned.** Please subtract expenses from the income to reflect the total dollars to be sent to charity.
4. **The fundraising dollars are either for the CFD Non-Specified Fund or for the CFD on behalf of a Specific Charity.**
 - a. If fundraiser dollars are for the CFD Non-Specified Fund, please insert total dollars earned under Contribution Amount. Please check at the bottom that the fundraiser is payable to CFD Non-Specified Fund.
 - b. If you are wishing to specify charities through the CFD, please indicate the charity code and dollars for the charity under Contribution Amount. Please check box Fundraiser payable to CFD for specific charities.
5. **Please sign and date form.**

Please contact the CFD office if someone issues a check payable to a particular charity at a fundraiser event for handling instructions. (360) 664 1995 or cfid@dop.wa.gov.

For a completed sample of this form, please see the CFD website.
<http://hr.dop.wa.gov/cfd/Forms/CFD%20resource%20page>.

Please be sure to attach all documentation to this form (A-8s, A-19s) and send in at one time. Thank you.